

**SECRET**

Return with DDO

MEMORANDUM FOR: Chief, SE Division, DDO

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Memorandum of Understanding - Processing of Classified  
by FBIS

1. Pursuant to our earlier conversations, this memorandum establishes the parameters within which FBIS will assist the Operations Directorate in translating

2. FBIS estimates the current backlog at some 10 workyears of material and the current acquisition at the rate of 2 workyears per annum. We will therefore seek to contract with 10-12 people to handle the project. Four candidates have already been interviewed. Three of them were found qualified, and one is already on board. Six others are in various stages of testing/processing. The major delay in hiring them will be the security clearances involved.

3. FBIS will manage the project, including the hiring of applicants, negotiating contract rates, tasking and supervising the contractors, and scheduling and verifying hours worked. Payments to contractors will be charged to DO Fan Account 1134-0584. FBIS has been authorized to spend \$20,000 for FY-1981. Additional funds will be made available as needed during FY-1981.

4. Upon completion of the translation of a given manual, FBIS will forward the draft translation for DO substantive review and preparation of the final version. Final typing, reproduction and distribution to the primary consumer will be the responsibility of the Operations Directorate.

CONCUR:

Chief, SE Division, DDO

Date

**SECRET**

FBIS/PG

[Redacted]

18 Nov 80

25X1

Distribution:

- Original & 1 - Addressee  
2 - O/D/FBIS  
1 - Prod Gp  
1 - Chrono

FROM	DATE RECEIVED	DATE OF MATERIAL	CLASSIFICATION	ORIGINATOR AND CONTROL NO.
FBIS orig. 60-80	4 Nov. 80	22 Oct. 80	Secret	25X1

COPY DISPOSITION IN EXECUTIVE REGISTRY

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SUBJECT: Return of [redacted] memo: Sub: Memorandum of understanding processing of classified by FBIS 25X1 25X1

INFO	ACTION	COMMENT	CONCURRENCE	PREPARE REPLY	RECOMMENDATION	RETURN	FILE
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ROUTING	DATE	INITIALS	REMARKS
1. AD/FBIS	11/4	in	C/PROD: Let's type in final with my name as acting & forward to SE. in
2. C/ETPS	11/5	UDM	
3. C/PROD			
4. DD/FBIS			
5.			What I really told [redacted] was that we had a critical need for space on the second floor and hoped that our case would receive favorable consideration. ES
6.			
7.			
8. EX. REGISTRY			

FILE DISPOSITION

RETAIN IN EXECUTIVE REGISTRY

FORM 3970 2-77

FBIS REGISTRY ROUTING SLIP

(13-40)

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☒ **SECRET**☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

4985-80

SUBJECT: (Optional)

Memorandum of Understanding - Processing of  
for DDO/SE by FBIS

25X1

FROM:

ACTING Director, Foreign Broadcast  
Information Service

EXTENSION

NO.

25X1

DATE

22 October 1980

25X1

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1. Deputy Director for  
Science and Technology  
Room 6E45, Headquarters

10/27

JMU

DDS&amp;T -

If there are no objections we  
will forward the attached memoran-  
dum of understanding to SE  
Division.

This covers FBIS assistance in  
the processing of [redacted]  
manuals. DDO has asked that we  
take this over because of the  
problems they have encountered.

25X1

25X1

AD/FBIS

25X1

1-2 [redacted] FBIS,  
advises me that steps are  
being taken to secure space on  
the second floor of Key Bldg.  
for these contractors and that  
they will be hired as independent  
contractors with contracts less  
than one year in length\*. Thus  
ceiling is not a problem, and  
SE Division is taking care of  
the funds. See no problems with  
this memo. Tom

\* some part-time.

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USE ONLY☐ UNCLASSIFIED

FO. GN BROADCAST INFORMATION SERVICE

P. O. Box 2604

Washington, D. C. 20013

D/FBIS *Sen*  
 C/E&PS *Sen*  
 C/LRB *Sen*  
 CMO  
 C/AG  
 C/PROD  
 C/OPS  
 C/ADMIN  
 201 FILE  
 EXEC. REG.

27 February 1981

Foreign Affairs Analyst  
 Office of International Affairs  
 National Technical Information Service  
 5285 Port Royal Road  
 Springfield, Virginia 22161

STAT

With regard to your letter of 30 January, I should point out that  
 FBIS is guided in the spelling of foreign nationalities by the GPO Style  
 Manual. This government-wide manual lists Nigerois as the correct form  
 for the citizens of Niger, and we will continue to use that spelling.  
 Perhaps you could explain to [redacted] that FBIS uses  
 Nigerois in conformity with U.S. Government Printing Office guidelines.

STAT

Sincerely,

STAT

✓ Chief, Liaison & Requirements Branch  
 (27Feb81)

STAT

DDS&T/FBIS/LRB,  
 Distribution:

Orig - Addressee

1 - E&amp;PS Chrono

1 - Other U.S. Gov't Liaison File

① - FBIS Registry

## ROUTING AND RECORD SHEET

1/FBIS

DD/FBIS

C/E&amp;PS

C/LRB

C/MO

C/AG

C/PROD

C/GPS

C/ADMIN

201 FILE

EXEC. REG.

STAT

STAT

SUBJECT: (Optional)

WALL STREET JOURNAL Editorial

FROM:

DD/FBIS/DDS&T  
Room 1013 Key Bldg.

EXTENSION

NO.

DATE

13 May 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Charles Briggs  
Inspector General  
Room 6E19 Hqs.

Chuck:

Per our phone conversation.

STAT

DD/FBIS